

Article V: Human Resources/General
Section D: Miscellaneous
Policy 010: Performance Evaluation Guidelines

V.D.010: Administrative procedures shall delineate evaluation processes for all managers and employees of RCC in compliance with existing bargaining agreements and the Exempt (Management) Handbook. All full-time staff excluding the College President will be evaluated annually by the appropriate supervisor. Such evaluations shall become part of the personnel file. The President will be evaluated annually by the RCC Board. Personnel evaluations will serve the following purposes to:

1. Determine if the college is achieving its expressed objectives.
2. Assure that the quality of services is of the highest order.
3. Provide a basis for recognizing superior and effective services.
4. Provide a basis for an assistance in obtaining self-improvement.
5. Promote motivation toward self-improvement.
6. Assist the college to improve its in-service training program.

Article V: Human Resources/General
Section D: Miscellaneous
Policy 020: Travel Authorization

V.D.020: The President and administration may approve travel of employees within budgetary allocations and with reference to the following framework:

1. To transact business of the district.
2. To attend educational and professional meetings.
3. To attend meetings related to legislative matters important to the college.
4. To travel with student groups and for student activities.

All college travel must have prior approval obtained by submitting the travel authorization and expense request according to established college procedures. This includes travel that may be reimbursed by another agency. Current approved per diem and mileage rates will be paid as agreed upon by the board and the college associations.

Article V: Human Resources/General
Section D: Miscellaneous
Policy 030: Management (Exempt) Contracts

V.D.030: The President, with approval of the Board of Education, will establish a Management Exempt Handbook and annual contracts for all management (exempt) contracts.

Article V: Human Resources/General

Section D: Miscellaneous

Policy 040: Management Professional Growth Funds

V.D.040: Access to support of professional growth activity for management, administrative and professional employees will be provided by application to the appropriate Vice President, with approval by the President or his/her designee. The professional growth fund request form shall be used for this purpose. Professional growth fund requests should coincide with plans and recommendations for professional development established between employee and supervisor in an employee's performance evaluation or professional growth development plan. The plan shall establish professional goals, and outline proposed initiatives or planned activities for achievement of the goals outlined.

Requests will be reviewed, within the approved budget year for management professional growth, according to established administrative guidelines. Where there is an established agreement for an intended outcome within a two-year timeframe (example, completion of a degree or certificate directly related to employee's job assignment), a request for professional growth funds may be carried over for one fiscal year.

Article V: Human Resources/General

Section D: Miscellaneous

Policy 050: Community Relations

V.D.050: The RCC Board encourages staff members to exercise their rights and obligations to participate in various community and public affairs as long as the time devoted to such activities is in keeping with the efficient operation and the goals of the college, and the staff members contractual obligations to the college.

Prior to engaging in such activities as campaigning for an elective office in municipal, county, state, or federal government, or accepting an appointive office in any of those governments, the staff member shall consult with his/her immediate supervisor to determine whether such activities will interfere with major duties at the college and if the activity can be reconciled with the staff member's relationship to the college.

Article V: Human Resources/General
Section D: Miscellaneous
Policy 060: Telecommuter Agreement

V.D.060: The purpose of this agreement is to clarify the issues involved in a telecommuting program sponsored by the College for some of its employees. Because telecommuting is a relatively new way of working, some of the standard policies and procedures are in place to cover work in the office may not apply, or may have to be changed. Also, there are new conditions that arise that were never intended to be covered by existing RCC Board policies and/or administrative procedures.

Please read this carefully and discuss it with your supervisor or the Human Resources Department if you have questions; and also, perhaps, with your spouse if applicable.

1. As a telecommuter you are volunteering for this program based on your understanding of the RCC policy on telecommuting and your knowledge of the pros and cons of telecommuting. You and the college have every reason to believe it will work out. However, if you find that telecommuting is not to your liking and want to return to your office work location, you can do so by notifying your supervisor.
2. The college may at any time discontinue this agreement and you will be asked to return to your job at your office location. Also, if your work performance suffers and your supervisor decides it will be in your best long-term interest to return to the office full-time, you will be expected to return to the office. If you choose not to return on the expected date, this will be considered a voluntary resignation and will be treated as such under RCC's standard policies.
3. Telecommuting is not an employee benefit intended to be available to all employees. As such, no RCC employee is entitled to, or guaranteed, the opportunity to telecommute.
4. Your salary, job responsibilities, and benefits will not change because of your involvement in the program, except as they might have changed had you stayed in the office full-time, e.g., regular salary reviews will occur as scheduled, and you will be entitled to any college-wide benefit changes that may be implemented. You agree to comply with all existing job requirements as now are in effect in the office.
5. Your total number of work hours are not expected to change during the program, and you will be responsible for providing information to your supervisor regarding your actual hours worked. In the event that you expect to work more than the standard number of hours, this must be discussed and approved in advance by your supervisor, just as any overtime scheduling would normally have to be approved.
6. Your daily work schedule for the days when you are working at home is subject to negotiation with and approval by your supervisor. If your job duties allow it and your supervisor feels a change would not impair your ability to be in contact with co-workers, you are free to vary your hours to suit your preference. Initially, you will be expected to **work from _____ to _____ with lunch (if applicable) from _____ to _____ for a total of _____** hours worked per day on: Monday Tuesday Wednesday Thursday Friday. Any change from this schedule must be approved by your supervisor. You will be expected to work a normal work day in the office on/every _____.

7. There may be times when you will be requested to come into the office on a day that you might have planned to spend at home. RCC and your supervisor will try to minimize these unplanned office visits, but you are asked to recognize the need for them and agree to come in when requested. Similarly, there may be weeks when you have to spend more time than planned (up to the full five days) in the office when the nature of the workload requires it. It will be your responsibility to come into the office, as requested, during these times.
8. If funds are available, the department may provide the necessary computer, modem, software, and other equipment needed for you to do your job. All of these items remain the property of the College and must be returned upon request, in case of an extended illness, upon your resignation or termination, or if the program ends. When they are to be returned, you agree to return them yourself or to allow RCC to arrange to pick them up from your home. The necessary software and password for access to RogueNet will be provided by the College. You are responsible for maintaining security and controlling access to the files and data on your computer, according to the RCC policy on electronic resources.
9. You are responsible for the cost of installation and monthly service on a telephone line available for your use during the program. RCC will reimburse you for all college-related business use of this telephone line (such as long-distance charges) when you submit a reimbursement request.
10. Office supplies as needed will be provided by RCC. Your out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of your supervisor. Also, the College will not reimburse you for travel expenses to and from the office on days when you come into the office, nor for any home-related expenses such as construction, renovations, heating/air conditioning, lighting, or electricity.
11. The computer, modem, software, and any other equipment or supplies provided by the College are provided primarily for use on college assignments. However, you can use these items for reasonable personal purposes as long as these do not create any conflict of interest with your job. The equipment and software should not be used by other household members or anyone else. College-owned software may not be duplicated except as formally authorized.
12. The security of College property in your home is as important as it is in the office. You are expected to take reasonable precautions to protect the equipment from theft, damage, or misuse. You are required to contact your homeowner's insurance carrier to determine to what extent this property is covered under your homeowner's policy. If RCC is NOT covered, you agree to notify your supervisor, and, if requested, take out additional coverage at the College's expense to cover the property.
13. Any College materials taken home should be kept in your designated work area at home and not be made accessible to others. In no case will you take proprietary or confidential materials home except with the approval of your supervisor.
14. RCC is interested in your health and safety while working at home just as it is while you work in the office. For this reason, you are required to maintain a separate, designated work area at home. RCC has the right to visit your home work area to see if it meets RCC safety standards. Such visits will be scheduled with at least 24 hours' advance notice.

15. Any equipment provided should be placed where it is adequately supported and there is no danger of it falling. It should be connected to a properly-grounded electrical outlet and all wires kept out of walkways. If you have any questions about the adequacy/safety of your home work area, RCC will help you in this regard.
16. RCC will be responsible for any work-related injuries under Oregon's Workers' Compensation laws, but this liability is limited to injuries resulting directly from your work and only if the injury occurs in your designated work area. Any claims will be handled according to the normal procedure for Workers' Compensation claims.
17. Telecommuting is not to be viewed as a substitute for dependent care. RCC expects you will make arrangements for someone to care for your children or other dependents (if applicable) when needed. The College recognizes that one advantage of working at home is the opportunity to have more time with dependents, but it is your responsibility to insure you are fully able to complete your work assignments on time.
18. It is your responsibility to determine any income tax implications of maintaining a home office area. RCC will not provide tax guidance nor will the College assume any additional tax liabilities. You are encouraged to consult with a qualified tax professional to discuss income tax implications.

Employee's Signature _____ Date _____
 Supervisor's Signature _____ Date _____
 Vice President's Signature _____ Date _____
 Human Resources' Approval: _____ Date _____

Article V: Human Resources/General

Section D: Miscellaneous

Policy 070: Emeritus Awards

V.D.070: The RCC Board may grant President Emeritus, Vice President Emeritus, Dean Emeritus or Faculty Emeritus status to a retiring or retired president, vice president, dean or instructor. Emeritus status should be reserved to honor an individual, in retirement, who has provided outstanding and distinguished service to RCC.

Outstanding and distinguished service is defined as service which goes beyond the routine duties and responsibilities of the appointment, and which have had an extraordinary impact on the College and/or the broader community. Outstanding and distinguished service would exceed that of an average satisfactory performance.

Emeritus status is given to an individual who has demonstrated exceptional commitment and contributions to RCC, exemplifying the highest standards of the College's core values, vision and leadership. The designation identifies the president, vice president, dean or faculty member as a continuing member of the RCC community. The title of emeritus may be awarded posthumously.

Nomination and Approval Process: A member of the RCC Board may nominate a retiring or retired college president, vice president, dean or instructor to emeritus status. The RCC president may also make recommendations to the Board for approval of emeritus status based on his/her own letter(s) of recommendation or letter(s) submitted by one or more of the vice presidents. The title must be approved by a majority of the Board.

Any such nominations will be established and recommendations presented to the Board of Education on or before June 30 of the employee's retirement year.

Rights, Privileges and Responsibilities: In addition to the benefits and privileges received by all retired faculty and staff, the president emeritus, vice president emeritus, dean emeritus, or faculty emeritus will also receive:

- A resolution naming and honoring the individual, along with a copy of the nomination letter.
- Listing in the college catalog and website;
- Use of the title "Emeritus" in community and professional activities;
- Invitations to all college events and activities; and
- The option to participate in future commencement ceremonies.

The title of emeritus does not confer a remuneration, rights to employment or benefits in addition to those provided above. Emeriti do not exercise the authority or administrative functions associated with holding a staff or faculty position at RCC.

The RCC Board retains the authority to withdraw an emeritus title at its discretion as it deems necessary and appropriate.